

**PROCEEDINGS OF THE
BROWN CITY FESTIVAL COMMISSION REGULAR MEETING**

WEDNESDAY September 10, 2025

4205 MAIN ST, BROWN CITY, MI 48416

Held at City Hall/Community Room

QUORUM: YES

PRESENT: Tara Owens, Jason Fuller(arrived at 7:06), Kevin Miller, Kelly McClelland.

ABSENT: City Manager Chuck Bennett.

GUESTS: Julie Miller/Mayor, Ross McIvor/Mayor Pro-tem, Angel Kreiner, Ron Marion, Lauren Marion, Pat Jacobson, Robert Jacobson, Angelina Cahoon, Genevieve Cahoon, City Manager Chuck Bennett/Left at 7:33PM

Meeting called to order at 7:00PM by Chair Tara Owens. Copies of Agenda and Minutes were copied just before meeting.

CORRECTION AND APPROVAL OF MINUTES:

1. Regular Meeting: August 13, 2025:

MOTION BY Kevin Miller **SECOND BY** Kelly McClelland to approve Minutes from August 13, 2025 as written. **MOTION CARRIED.**

All Working Meetings: August 2025: Discussion on Sesquicentennial.

TREASURERS REPORT:

1. Bills to be Paid: Radios/Kevin to turn in receipts.
2. Checking account balance: \$2,628.10. \$30,000 in MI Class account. Total \$32,628.10.

PAY BILLS: Radios/Misc/Kevin and Julie Miller.

UNFINISHED BUSINESS:

1. Speaker issue: Jason to continue to address.
2. Native amusements. Contract signed. Will be Wednesday through Sunday, June 10 to 14.
3. Wolverine Fireworks: No new information. Discussion on having more that one display. Possibly hiring another Firework company.
4. Trailer for sound equipment: Jason to check on.
5. New Booth/shed for commission. Check with Career center, check pricing with Amish. Discussion on possible 'Frolic' with Amish building on site during the Festival.
6. Facebook Page progress: Chuck received information from Facebook. Tara will help with this project.

7. Fall Festival: October 18, 2025 Chili Cookoff/setup time is 10:30AM with start time of 11:00AM to 3:00PM and Pumpkin Roll (Library) Corn Hole. All weather dependent. Possible Spooky Trail/weather dependent. Discussion on having tables near story book trail.
8. Thank you cards: Sending September 2025.
9. Timeline for Sesquicentennial-work in progress.

Kevin stated that Jeff Liebler called on Sunday and requested to use the concrete barriers from the burn out pit for the Bump N Run this Saturday. Permission was given.

Permission was given for sound equipment also.

PERSONAL APPEARANCES: NONE

PUBLIC HEARING: NONE

PETITIONS AND COMMUNICATIONS: NONE

RESOLUTIONS: NONE

NEW BUSINESS:

1. Button machine: Kevin presented prices for button machines.

MOTION BY Jason Fuller **SECOND BY** Kelly McClelland to have Kevin Miller purchase a Button Machine for \$107.96 which includes the machine and extra buttons and have him reimbursed for cost. **MOTION CARRIED.**

2. BINGO Machine: Kevin stated that Courtney Ford is interested in running this event. Discussion on when and where to host. No decision made currently.
3. Museum: Kevin Stated that he spoke with City Manager and BC School Superintendent Neil Kohler about using the Museum as headquarters for Sesquicentennial. All agreed. Ron Marion to coordinate with contractors to finish inside wood work and paint and/or stain. Jason to get a quote for Power Washing exterior.

MOTION BY Tara Owens **SECOND BY** Jason Fuller to set a budget of \$300.00 to \$500.00 for paint and/or stain for Museum. **MOTION CARRIED.**

4. Sesquicentennial memorabilia: Kevin stated that he checked pricing on a pin. Prices are \$330.00 for 100 pins, \$655.00 for 300 pins, \$910.00 for 500 pins. Medallion coin prices are \$8.00 each for 100 coins, \$5.68 each for 300 coins, \$5.01 each for 500 coins. No decision made.
5. Flyers for Logo Contest and Bottle drive. Both Flyers approved.

MOTION BY Kelly McClelland **SECOND BY** Kevin Miller to host a POP CAN DRIVE from September 15, 2025 to October 31, 2025, with drop off location to be at City Hall Front Lobby. **MOTION CARRIED.**

MOTION BY Kevin Miller **SECOND BY** Kelly McClelland to approve a 'Prize Basket' for the winner of LOGO DESIGN CONTEST. Prize is TBD. Value of at least \$50.00. **MOTION CARRIED.**

6. 3 ON 3 Basketball or student vs teacher game and/or home run derby. Dan Loutzenhiser and Neil Kohler and Jessica Affer will be hosting/preparing these events.

7. Band Inquiry: Ryan Scott submitted an email stating that his band would be available to perform at BC DAYS SEQUICENTENNIAL FESTIVAL 2026. Flexible pricing.

PUBLIC HEARING: NONE

REPORTS AND RECOMMENDATIONS:

1. **NEXT REGULAR MEETING: October 8, 2025. Held at 6PM**
2. **NEXT WORKING MEETING: September 17, 2025 and October 1, 2025. Held at 6PM**
 - A. **INVENTORY ALL SUPPLIES/EQUIPMENT.**
 - B. **ORGANIZE BOTH SHEDS.**

PUBLIC QUESTIONS AND COMMENTS:

1. Julie stated that HALLOWEEN Trunk or Treat is Friday October 31, 2025 with set up time at 3:15pm to 4:00pm and event at 4pm to 5pm. Town Trick or Treat hours are 5pm to 7pm.

MOTION BY Kelly McClelland **SECOND BY** Kevin Miller to set a budget of \$500.00 for Julie to purchase candy for event. **MOTION CARRIED.**

2. Rotary side by side run is Saturday October 11, 2025.
3. Festival Chili Cookoff is Saturday October 18, 2025. Held in South pavilion this year. Set up time is 10:30am to 11:00am and event at 11:00am to 3:00pm. PUMPKIN ROLL same day.
4. Town decorating for Halloween is Saturday September 27, 2025 at 9am. All are welcome to participate. Meet on Main Street at City Hall.
5. SESQUICENTENNIAL 2026. Need 'SAVE THE DATE' FLYERS. Tara to contact Chuck about using the CANVA program/getting password.
6. Chili cookoff, Trunk r Treat, Christmas Tree Lighting all need Flyers.

ADJOURMENT: MOTION BY Kevin Miller, **SECOND BY** Kelly McClelland to adjourn meeting at 8:24PM. **MOTION CARRIED.**

RESPECTFULLY SUBMITTED,

JULIE MILLER